



Job Opportunity

State Controller's Office

Position: Payroll Specialist (7 Positions)

Statewide

Location: Personnel/Payroll Services Division
300 Capitol Mall, Sacramento, CA 95814

Issue Date: April 5, 2007

Final Filing Date: Until Filled

Contact/Telephone:

Bill Lunardi, 916-323-4921

Who May Apply: Individuals who are currently in this classification, eligible for lateral transfer or promotion, or reachable on a certification list

California Relay Service: 1-800-735-2929

Position Number(s): 051-220-1311-088
051-220-1311-023
051-220-1311-006
051-220-1311-091
051-220-1311-064
051-220-1311-056
051-220-1311-103

Please call (916)323-3055 to request reasonable accommodations

Scope of the Position:

The State Controller's Office, Personnel/Payroll Operations Bureau is looking for highly motivated individuals that thrive on deadlines, changing priorities, and can provide exceptional customer service to our clients. Under the close/general supervision of a Payroll Operations Supervisor, the incumbent is responsible for paying state employees in compliance with established State and Federal laws, rules, policies, procedures and collective bargaining contract provisions. The position is the trainee through the advanced journey level of the Payroll Specialist series. Incumbents are assigned progressively more complex and difficult duties as they gain experience and training.

Duties and Responsibilities:

Candidates must perform the following essential functions with or without reasonable accommodations

- Audit requests for payments and/or adjustments and verify employment history and payroll records to determine appropriate action.
- Using in-house developed PC programs, select transactions to generate payments and/or adjustments for: regular pay, overtime, premiums, bonuses, shift, accounts receivable, disability pay, retirement, benefits, miscellaneous deductions and transfer of payments.
- Responsible for the creation/maintenance of PC generated payment files that are sent to the SCO mainframe computer for overnight processing.
- Research employment history and payment history records to satisfy customer inquiries and system generated error messages.
- Correspond with the State agencies and campuses regarding documentation and/or processing errors.



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, gender, disability, religious or political affiliation, age, or sexual orientation.



- May act as a liaison to State departments/campuses and other control agencies by responding to a variety of telephone inquiries. Research and resolve inquiries and problems regarding payroll documentation and procedures. May provide instructions regarding corrective action as a result of the audit process.
- Experienced staff may provide functional guidance to trainees.
- Overtime may be required.

Desirable Qualifications:

- Ability to work independently with general supervision.
- Excellent customer service and interpersonal skills.
- Punctual and dependable.
- Ability to make independent decisions and take appropriate action on a varied and changing workload.

Reasons to apply for/accept this position:

- Will be working with energetic and dedicated state professionals while adding major skills to your work experience.
- Personnel/Payroll Operations Bureau learning opportunities create exceptional potential for career development and advancement. On the job training provided by Supervisors and Senior Payroll Specialists.

Benefits:

- Payroll Specialists completing 12 qualifying months of service are entitled to a \$2400.00 annual recruitment and retention bonus.
- Close freeway access.
- Light rail/bus service within walking distance.
- Near-by child care facilities, restaurants, public park, Downtown Plaza.
- On-site cafeteria and coffee bar.
- Three health clubs within walking distance.
- On-site bank and ATM.

Applications will be screened and only the most qualified will be interviewed

How to Apply:

All hires will be subject to a background check.

For permanent positions, SROA and Surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

Please submit a STD. 678 State Application and Résumé to:

State Controller's Office

Personnel/Payroll Services Division
300 Capitol Mall
Sacramento, CA 95814

Attn: Bill Lunardi